

## **MAIL SERVICE COURIER**

### **DISTINGUISHING FEATURES**

The fundamental reason the Mail Service Courier exists is to handle all aspects of in-coming, out-going and inter-office mail to provide quality, timely service to all City work units. This position is in the Mailroom/Graphics Department within the Financial Services Division. This classification is not supervisory. Work is performed under the direct supervision of a Purchasing Operations Manager.

### **ESSENTIAL FUNCTIONS**

Picks up and delivers U.S. Mail to U.S. Post Office, and Inter-office material throughout the City according to established schedule, working as a team with other couriers to provide quality customer service.

Sorts all mail for appropriate delivery and process in-coming checks and delivers to the City Cashier, demonstrating quality in accuracy.

Process out-going mail, which includes automated folding, stuffing, cutting and weighing, and application of correct postage.

Delivers printed material from the City's graphics shop to customers throughout the City.

Receives, unloads and stores deliveries from vendors.

May assist in graphics shop using bindery equipment such as the puncher, binder, saddle stitcher, cutter and drill.

Attendance and punctuality are essential functions to this position.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

Knowledge of:

USPS mail regulations and requirements essential to the departments operation.

Preventative maintenance functions for mailroom equipment.

Paragon postage metering system and Bell and Howell inserting machine.

Ability to:

Sit 10%, walk 20% and stand 70% of work day, or drive 50%, walk 35%, and stand 25% of work day, depending on assignment; lift and carry mail trays, bags and parcel packages weighing up to 50 pounds; lift, load, unload and deliver one or more boxes of graphics orders weighing up to 50 pounds each.

Safely and efficiently operate mail room equipment such as a hand cart, a Paragon postage metering machine, Bell & Howell inserting machine, forklift, and a City mail vehicle, requiring hand/eye coordination and vision and depth perception.

Drive courteously and safely.

Operate a variety of standard office equipment including a computer, copier, facsimile, and calculator, cellular phone and telephone.

Use basic arithmetic.

Comprehend and make inferences from written material and verbal and/or written instructions.

Maintain courteous, respectful communications with customers and establish and maintain effective working relationships with co-workers and City staff at all levels.

Rotate and cross train in each of the three major mailroom functions to learn all aspects of the mail services courier position.

### **Education & Experience**

Any combination of training, education or experience equivalent to one-year experience in mail handling or delivery.

Must possess a current, valid Arizona Driver's License with no major driving citations within the last 39 months.

FLSA Status: Non-exempt

HR Ordinance Status: Classified